GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION

FY 2020 Protection Against Hate Crimes (PAHC)*
Notice of Funding Availability
Application Guidance Kit

Online Submission Deadline: Continuous
for
the performance period of July 2019-June 2020

Funded through:
State of Maryland
Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer accepted. In order to use GOCCP's web-based application you must have a User ID. http://goccp.maryland.gov/grants/requesting-access/

ELIGIBILITY
Non-profit entities with appropriate tax status and with facilities and membership that can be targeted for a hate crime are eligible to request funding for security enhancements.

IMPORTANT NOTES
Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention's online Grants Management System (GMS) located at http://goccp.maryland.gov/grants/.
All applicants are encouraged to read the instructions for completing an online application found at http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the System for Award Registration (SAM). A screenshot reflecting this information is sufficient.

NOFA posted July 2019 as Protecting Religious Institutions Grant (PRIG); amended November 2019

Getting Started

Thank you for applying for **Protection Against Hate Crimes (PAHC)** funding from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of PAHC is to provide support to nonprofit organizations, including faith-based organizations, with facilities and membership that can be targeted for a hate crime to provide security enhancements. These efforts support GOCCP's objective of developing criminal justice and victim services strategies that are coordinated by developing a culture of collaboration, information sharing, and knowledge transfer between law enforcement, victim services and communities targeted for hate crimes.

If you need application assistance, please contact:

> Sabraya Knight, Program Manager
> 410-697-9327
> Sabraya.Knight@maryland.gov
>
> Justice Schishler, Chief of Programs
> 410-697-9334
> Justice.Schisler@maryland.gov

If you need assistance with program criteria or have questions on program design, please contact:

> Mary Abraham, Deputy Director of Grants
> 410-697-9340
> mary.abraham@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas on how the Governor's Office of Crime Control and Prevention can serve you better, please email the above program manager to provide your feedback.

Mission of the Governor's Office of Crime Control and Prevention:
To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

Non-profit entities with appropriate tax status and with facilities and membership that can be targeted for a hate crime are eligible to request funding for security enhancements. GOCCP will not consider requests for capital improvements or information technology projects in excess of $200,000 under the Protection Against Hate Crimes Notice of Funding Availability (NOFA).

An eligible entity must provide proof of non-profit status by submitting a copy of its status letter from the IRS with the application (www.irs.gov). If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time as a copy can be obtained from the IRS.

Faith-Based Organizations
Faith-based organizations applying for PAHC funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, PAHC funding may not be used to fund any inherently religious activities, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

Only one application may be submitted per eligible entity.

II. PROGRAM DESCRIPTION

A. Requiring Agency
Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title
Protection Against Hate Crimes (PAHC)*

C. Submission Date
Ongoing through May 1, 2020

D. Funding Opportunity Description
This initiative allows non-profit organizations, including faith-based organizations, to apply for financial assistance to support security enhancements for facilities at risk for hate crimes. GOCCP announces the availability of $3.0 million in FY 2020 grant funding for the performance period of July 2019 through June 2020[1]. GOCCP will not consider any requests for capital improvements or large information technology projects over $200,000 under this NOFA. Applications that do not comply with this guideline/requirement will be considered non-responsive and will be subject to removal from consideration.

All funding is contingent upon GOCCP receiving the specified grant funds from the state of Maryland.

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[1]
https://governor.maryland.gov/2019/01/15/governor-larry-hogan-announces-additional-funding-to-prevent-hate-crimes/

III. PROGRAM REQUIREMENTS

Program Strategy

The FY 2020 PAHC program primarily supports GOCCP's public safety goal to create a safer Maryland by providing grants to enhance the security of nonprofit organizations against hate crimes. A hate crime is a traditional offense with an added element of bias, commonly categorized as a "criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity."[2] The purpose of this grant fund is to promote safety and security for nonprofit entities with appropriate tax status and with facilities and membership that can be targeted for a hate crime.

Applicants must:
- justify the funding request based on the incidence and severity of hate crimes in the applicant's local community (see below for sources for this data);
- clearly indicate whether funding will be used to support one time security upgrades or ongoing security enhancements, and indicate future sustainability plans for ongoing costs;
- describe how they intend to work collaboratively with Federal and State agencies and/or local partners as needed;
- ensure that the proposed security enhancements have a direct impact on the problem identified at the time of application;
- be willing to share outcomes related to implementation of the funded security enhancements; and
- complete all responses requested in the online Grants Management System (GMS) http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf.

Application Requirements
GOCCP recommends applicants familiarize themselves with the following resources while developing their application:

Problem Statement Data Resources
2017 State of Maryland Hate Bias Report
2017 Hate Crime Statistics (FBI)
2018 Hate Crime Statistical Factsheet (National)
Census Data (Basic Demographics)

Program Design Resources
DOJ Hate Crimes Resources
Office for Victims of Crime- Hate and Bias Crimes Publications
DOJ Hate Crimes Prevention Guide
Hate & Bias Crime Definition and Training
Safeguarding Houses of Worship Toolkit- For Law Enforcement
Policy Responses to Hate Crimes (Bureau of Justice Assistance)
Resources to Protect Your House of Worship (Federal Emergency Management Agency)
Threat Assessment Guide for Houses of Worship
https://www.gao.gov/products/GAO-20-6

Performance Measurement Resources
Bias Crime Assessment
https://cyfar.org/build-your-own-logic-model

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[2] https://www.fbi.gov/investigate/civil-rights/hate-crimes

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis. The following is a sample of potential outputs and outcomes that grantees may be required to track and report on:

- Number of staff/volunteers who received training during this quarter
- Number of security personnel hired during this quarter
- Number of risk assessment(s) conducted
- Number of trainings held for community organizations
- Pre- and post-surveys administered on safety activities
- Percentage of changes in threat levels

All grantees will be required to submit a fiscal year-end report that reflects the overall successes that were accomplished through the use of these grant funds. The report must describe in detail a comparison of crime trend prior to this funding, and after as a result of this funding for specific locations. This fiscal year end report will be due by July 15, 2020 and must also be uploaded into the online grants management system.

GOCCP will make awards based on the risk/need/vulnerability assessment provided in the application narrative. GOCCP will assess the merits of the proposed program in each of the areas mentioned in Section II, C., of the narrative tab instructions:
http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf.

In addition to the specific program components required by this funding opportunity, GOCCP advocates the use of best practices and consistent data collection. GOCCP strongly encourages applicants to partner with law enforcement or security personnel to conduct a risk/need/vulnerability assessment of the applicant's location. Supporting documents such as support letters, evaluation tools, description of contract scope, logic models and other documents that provide more details on project activities can be submitted through GOCCP's web-based application. Refer to http://goccp.maryland.gov/grants/gms-help-documents/

The nonprofit entity, acting as the lead, is to submit an application with the remaining partners listed in the contractual section of the budget (if funded under the application). Project partners may include, but are not limited to, subject matter experts, law enforcement, neighborhood associations, nonprofit community organizations, governmental and non-governmental agencies, and other service providers.

The proposed activities/deliverables, inclusive of planning and implementation, must be results-focused and occur prior to June 30, 2020. Further, the project must be achievable and able to be implemented on a reimbursable basis. Budgets must be reasonable and include only allowable costs. All budgets must be approved by GOCCP prior to issuing a grant award.

Successful grantees will be required to submit progress, performance measurement, and fiscal reports on a quarterly basis. GOCCP will utilize this information to compile a report on the utilization of funds and the outcomes associated with the funded projects.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM,** or by going directly to the login screen using the URL: https://grants.goccp.maryland.gov.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain

instructions and the information required to obtain a User ID and password:
http://goccp.maryland.gov/grants/requesting-access/.

If you have previously applied through the web-based application, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact sabraya.knight@maryland.gov or mary.abraham@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: http://goccp.maryland.gov/grants/gms-help-videos/.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Instructions for completing the online application can be found at http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

Additionally, technical assistance is available from the Maryland Statistical Analysis Center (SAC), the Research & Analysis Unit of the Governor's Office of Crime Control and Prevention. Data inquiries on hate crime may be directed to Jeffrey Zuback, Chief of Research and Analysis, at jeffrey.zuback@maryland.gov.

Applicants are encouraged to utilize other available opportunities for technical assistance (TA) from national providers to complement program initiation or facilitate the adoption of risk/vulnerability/threat assessment tools used to address hate crimes.

GOCCP will conduct technical assistance conference calls from 11 am-noon on the fourth Friday of each month, starting July 26, 2019. The call in number is: 1-317-647-5258 and the PIN is: 479 541 299#

VI. IMPORTANT DATES

Solicitation Release Date	July 15, 2019
Amendment Issued	November 15, 2019
Deadline to Request a User ID	Rolling
Deadline to Submit an Online Application	Rolling until May 2020
Letters of Intent Emailed/Denial Letters Emailed	30-60 days after submission
Award Documents	30-60 days after submission
Sub-award Start Date	July 2019 through May 2020
Monthly Technical Assistance Conference Call	Fourth Friday of each month
Sub-award End Date	June 30, 2020

VII.   APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (see Notice of Funding Availability application instructions:goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) and score each application accordingly:
● Problem statement/needs justification-- 15 points total
● Program goals and objectives-- 20 points total
● Program strategy/program logic-- 10 points total
● Performance measurement (outputs, outcomes, and impacts)-- 20 points total
● Timeline-- 5 points total
● Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)-- 20 points total
● Management capabilities-- 5 points total
● Sustainability-- 5 points total
Total of **100 points**

PAHC is a based on a rolling application process. Funding will be awarded on a first come, first served basis until all funds have been exhausted. The award period ends on June 30, 2020. GOCCP may conduct a review involving internal staff and external independent reviewers of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:
● Crime rate
● Geographic distribution
● Scope (geographic size and location)
● Reach (ability to recognize, and address community needs)
● GOCCP audit findings, if applicable
● Performance history with previous awards with GOCCP, if applicable

VIII.   FUNDING SPECIFICATIONS

A. Funding Cycle
Commencement of awards funded under PAHC for FY 2020 will be on an on-going basis until funds are exhausted. All activities must be approved by GOCCP prior to purchases and/or implementation. Funds are paid on a quarterly reimbursable basis.

B. Allowable Costs for Direct Services
The following are eligible costs using PAHC funds:
● Personnel
● Operating expenses (Office supplies, Communication services)
● Travel
● Contractual services (Contractual security services, Project partners)
● Equipment (Computers, Installation costs, Security cameras and enhancements, Video monitors)
● Other**
   ***Items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis.**

Nonprofit organizations, including faith-based organizations, with facilities and membership that can be targeted for a hate crime may submit applications based on security needs, including training, supplemental funding for security personnel, security-related technology (such as closed circuit cameras, video recording monitors, door-hardening, improved lighting), and other security-related facility upgrades. Security upgrades can include x-ray scanners at primary entrance locations, as well as the inspection of incoming mail and

parcels. The successful grantee is responsible for getting appropriate approvals from landlords or permit zoning offices for full implementation of projects.

C. **Unallowable Costs**
The following services, activities, and costs cannot be supported with PAHC funding:
- Lobbying or administrative advocacy
- Personnel for overtime or backfill costs
- Organizational operating costs
- Reimbursement of pre-award costs
- Audit costs
- Rental fees
- Printing costs (purchase or print of religious materials)
- Telephone/fax
- Food/beverages
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)
- Religious materials, including the Bible, Torah, Koran, or other religious or scriptural materials
- Construction projects
- Capital improvement plan
- Large information technology projects over $200,000

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees as a quarterly reimbursement of expenditures following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All electronic programmatic reports are due within 15 calendar days of the end of each quarter. Electronic financial reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found on our website at: http://www.goccp.maryland.gov/grants/general-conditions.php.

A. **Electronic Funds Transfer (EFT)**
GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website: http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. **Match**
There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. **Supplanting, Transparency, and Accountability**
Funds distributed under this program must be used to supplement, and not supplant, any other funding for security enhancements. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be

prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

APPLICATION CHECKLIST

What an Application Should Include:

_____ Face Sheet
_____ Project Summary
_____ Narrative
   ___ Problem Statement/Needs Justification
   ___ Program Goals
   ___ Program Strategy
   ___ Program Measurement
   ___ Management Capabilities
   ___ Sustainability
_____ DUNS/SAM Registration
_____ Letters of Support/Commitment
_____ Budget and Budget Justification
   ___ Personnel
   ___ Operating Expenses
   ___ Travel
   ___ Contractual Services
   ___ Equipment
   ___ Other
_____ Indirect Cost Rate Agreement or Documentation Supporting the Use of the De Minimis Indirect Cost Rate (if applicable)
_____ Budget Prioritization
_____ Certified Assurances
_____ Certification Regarding Lobbying
_____ Audit Findings/Corrective Action Plan (if applicable)
_____ Single Audit Requirements (if applicable)
_____ Proof of 501 (c)(3) Status (if applicable)
_____ Memorandum of Understanding (MOU)/Contracts (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:
http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf.